Chapter 5: Labor Distribution

Overview

Labor distribution enables users to:

- Establish routine labor distribution schedules (defaults) for each employee.
- Post exceptions to routines.

This subsystem works in conjunction with the Commonwealth's payroll system – the Human Resources/Compensation Management System (HRCMS). While it offers an opportunity to improve on the information kept there, it does not replace HRCMS. PCRS links attendance and payroll data in the payroll system with the distribution of labor costs for an employee maintained in PCRS.

HRCMS assumes that each employee is paid from the single MMARS appropriation associated with his or her position (Account Code assignment in HRCMS) and that every hour of the employee's time should be charged in the same way. This approach is not realistic for many departments. Employees have a broad base of skills and may work on many tasks, projects or programs in the course of a pay period. These tasks, projects or programs may be funded from different areas. The PCRS labor distribution subsystem permits labor costs to be charged to the cost centers that fund the work the employee is authorized to perform. It also enables departments to track labor costs accurately throughout the year by the use of customized fields.

PCRS
Dependency
on HRCMS
Data Entry

The payroll system and PCRS are linked by a series of interfaces. When users enter Employee Maintenance transactions (Hire, Terminate, Promote, Demote, Transfer) in HRCMS, the information is sent to PCRS where it establishes a Labor Distribution Default for a new employee, or replaces/inactivates an existing default with a new one where necessary. These defaults determine how payroll expenditures are posted in MMARS.

Any attendance and payroll exceptions posted in HRCMS can be accessed via PCRS through the Labor Exceptions interface. Based on the latest HRCMS calculation of exceptions or default payroll, a user in PCRS can retrieve the data and modify how each earnings type will be distributed in MMARS and PCRS when payroll production runs.

Labor Distribution is a flexible subsystem that departments can customize using the Rules Subsystem. The screens you see online will reflect your department's choices and may differ somewhat from the illustrations shown in this chapter. Possible differences are discussed as they arise.

Policy

For an explanation of the Commonwealth's policies on this subsystem, refer to the *Payroll Expenditure Policy Manual*. The manual is available on the Comptroller's website:

http://www.state.ma.us/osc/Payinfo/payroll/PolcyFin.pdf

PCRS Screens

You appoint and terminate employees, and enter their attendance and payroll exceptions in HRCMS. If you are working on payroll and attendance exceptions, you must decide if it is necessary for you to adjust labor distribution in PCRS based on your HRCMS postings.

There are two screens available to you in PCRS that enable you to modify an employee's routine labor distribution work schedule and/or post exceptions to the routine as needed.

1. The PCRS Maintain Cost Accounting Default Record screen:

Changes to this screen are of a permanent nature. Payroll expenditures for every payroll will hit MMARS/PCRS according to this default, unless you make another permanent change to this screen, or make an exception to it using:

2. The PCRS Maintain Current Labor Exception screen:

Changes to this screen will apply only to the pay period for which they are entered. The system then reverts to the Cost Accounting Default Record for ensuing payrolls.

Labor distribution exceptions are similar in concept to attendance and payroll exceptions used in the payroll system. If the employee's labor distribution during a particular pay period should be charged in a way that differs from the routine, you post a labor exception.

You can use the PCRS Time Log as your source of information for attendance, payroll, and labor exceptions. This log is described more completely in the section, *The PCRS Time Log*, at the end of this chapter.

Section I – Cost Accounting (Labor Defaults)

Overview

When you appoint, promote, demote or transfer an employee in HRCMS, PCRS creates a routine labor distribution work schedule (or Cost Accounting Default Record) automatically. You cannot go directly into PCRS and create the original default record.

See the **HRCMS HR Core** training manual for instructions on employee maintenance transactions. The Employee Maintenance interface from HRCMS to PCRS sends data intermittently (every few seconds) during on-line hours. So by the time your entry is completed in HRCMS and you log on to PCRS, the employee's labor default record is established and accessible. *Future effective dated* transactions are sent in the nightly batch transmission.

How to Access
The Maintain
Cost
Accounting
Default
Record

See the section on *Accessing PCRS* for how to get to the PCRS Main Menu.

Once at the **PCRS Main Menu**, access an employee's default labor distribution schedule using menu selection **02 Maintain Cost Accounting Default Record**:

```
Screens for defaults:
Choose an option or press <PF3> to exit PCRS.
No cost accounting exceptions have been changed.
VPCRSM00 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress
                                                                       9/29/2000
CTRAEY
                              PCRS Main Menu
                                                                       9:53 AM
       Selection: 2_
                   01 Cost Accounting Exception Posting
                   02 Cost Accounting Default Distribution
                   03 Cost Accounting Adjustments
                   04 Cost Accounting Rules
                   06 Release Held Paychecks (CTR Only)
                   07 PCRS System Maintenance (CTR Only)
                   08 PMIS Main Menu
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit
                             OnOff
```

Hit **<Enter>**.

Selecting Employee Default Records

Enter the Department and Org code where the employee resides in HRCMS (same as the HRCMS Dept ID).

To select one employee:

1. Type the employee's social security number in the **Employee SSN** field.

Or

Type the employee's HRCMS Employee ID in the **Employee ID** field.

2. Hit **<ENTER>.**

To select all employees:

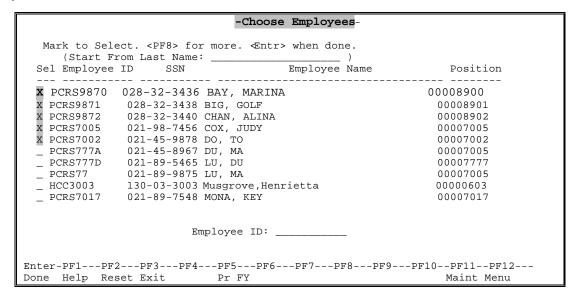
- 1. Type an **X** in the **Select All** field.
- 2. Hit **<ENTER>.**

To select a group of employees:

- 1. Type an **X** in the **Select List** field
- 2. Hit **<ENTER>.**

We will select a group.

A pop up window appears with the names of all the employees in the Department/Org you selected.



- 1. Type an **X** in front of each name you want. If the name is not visible, type the first few letters of the last name in the "Last Name" field and hit **Enter>.** This begins the list alphabetically where you need it.
- 2. To scroll forward through the list, hit **PF8>**.
- 3. When you have marked all your entries, hit **<ENTER>.**

Hitting **<ENTER>** for any of the select options above brings you to the employee record, or the first employee record in the group you selected.

Default Record Information

Review or change; <ente< th=""><th>er> when done; man</th><th>ck 'M' field t</th><th>o add lines</th><th></th></ente<>	er> when done; man	ck 'M' field t	o add lines	
VCOSTM02				9/29/2000
CTRAEY				1:45 PM
Employee: BAY, MARINA	4	Auth Hrs:	75.00 Dsp:	Percent FY: 2001
SSN: 028-32-3436 EmpID:	PCRS9870 Obj:	A01 PosNo: 00	0008900 Pos	Acct: 71090031
Ln 1 of 1	Ln of Ln	of Li	n of	Ln of
Distrib 100.000_ M	M	M	M	M
Earn Cde ALL_				
Dept Org XYZ 1000				
Acct/Obj 71090031 ALL _				
Program				
SOb/SOrg				
P/C/G I				
Activity				_
HOOPERS				
Dept 3				
Dept 4				
Dept 5				
Dept 6				
Sect 1				
Sect 2				
Enter-PF1PF2PF3	PF4PF5 PF6 -	PF7PF8	PF9PF10	PF11PF12
Done Help Reset Exit	VuOne Calc Hour	s Skip	Prior <===	===> Menu

This illustration displays the data you would see if you had just appointed Marina Bay to a position in HRCMS.

When PCRS created its record, it filled the following fields with information taken from HRCMS:

- Employee Name
- Social Security Number
- Employee ID
- Authorized Hours for the employee
- Default Object Code
- Position Number
- Position Assigned Account
- MMARS Org
- MMARS Department

PCRS added values in the following fields:

Fiscal Year	Current fiscal year
Distribution Percentage	100%
Earnings Code	ALL
Object Code	ALL

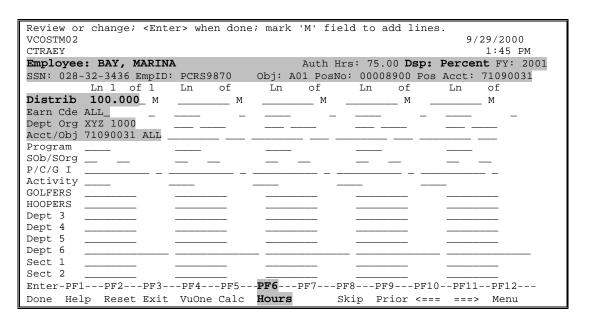
The "ALL" Category

PCRS uses ALL as a catchall earnings type. Any earnings code you do not enter specifically will be charged according to the ALL distribution. Having the ALL category means that you do not need to create a default for every earnings code to which the employee may charge hours. If, for example, you distribute REG time to one account, VAC time to another and ALL to a third, PCRS will know what to do with any HRCMS earnings code. REG and VAC time will be charged to the accounts specified. If the employee has time for jury duty, sick leave, or any other earnings code, that time will be charged to the account covered by the earnings type ALL.

Having the ALL earnings type in PCRS does not mean that the employee's time cannot be tracked accurately. The labor history will reflect each earnings code you post in HRCMS, not the PCRS ALL category.

How To Alter The Default Screen's Layout And Appearance There are two view changes you can make to the Labor Default screen.

The Default Display is Percent.



Use **<PF6>** (**Hours**) to change the display of labor distribution from a percent of the employee's total hours to the actual number of hours. In the illustration above, hitting **<PF6>** would have the following effects:

Review or VCOSTM02 CTRAEY	change;	<ente< th=""><th>r> whe</th><th>n done</th><th>; mark</th><th>'M'</th><th>field</th><th>to ad</th><th>d line</th><th></th><th>29/200</th><th></th></ente<>	r> whe	n done	; mark	'M'	field	to ad	d line		29/200	
Employee:									_	Hours		
SSN: 028-		_	PCRS!	9870	Obj:	A01 E	PosNo:	0000	8900 P	os Acct:	7109	0031
	Ln 1 of	1	Ln	of	Ln	of		Ln	of	Ln	of	
Distrib	75.000	M		M			Μ _		M		_ M	
Earn Cde	ALL_	_		_		_	_		_			_
Dept Org	XYZ 1000)										
Acct/Obj	71090031	ALL _										
Program						_						
SOb/SOrg												
P/C/G I												
Activity		_							_			
GOLFERS _		_										
HOOPERS _		_		_								
Dept 3 _		_		_								
Dept 4		_		_								
Dept 5		_		_								
Dept 6 _					_							
Sect 1				_								
Sect 2				_								
Enter-PF1-	PF2	PF3	-PF4	-PF5	PF6	-PF7-	PF8	PF9	PF1	0PF11-	-PF12	
Done Help	Reset	Exit	VuOne	Calc	Prcnt		Ski	p Pri	or <==	== ===>	Menu	ı

- 1. The value in the **Display** field would change from **Percent** to **Hours.**
- 2. The **Distribution** on line 1 would change from 100.000 percent to **75**, the number of hours Marina Bay is authorized to work in a pay period.

The Hours display is useful if you are creating lines for the earnings type REG or ALL. In that case, you can enter a number of hours rather than a percent. PCRS knows how many hours the employee is authorized to work each pay period. If you choose to work in the Hours format, the total distribution of REG or ALL hours must equal the employee's authorized hours.

The Percent display is used if you are creating lines for any earnings type other than REG or ALL. Regardless of the format you use, you must enter an amount in the distribution line. For any earnings type other than REG or ALL, you must enter that amount as a percent. If you choose to work in the Percent format, you must account for 100% of each earnings type you distribute on the routine distribution screen. While you can distribute the costs for any one earnings code to several programs, accounts or other attributes, the distribution total for each earnings code must equal 100%.

To change back to a percent, hit < **PF6**> (now labeled Percent).

Use <**PF4**> (**VuOne**) to change the arrangement of the entry fields from the vertical columns of the VuAll screen to the horizontal rows shown below in the VuOne screen. Press <**PF4**> (now labeled VuAll) again to return to the VuAll layout.

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM01 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000
CTRAEY Maintain Cost Accounting Default Record 2:21 PM
                               Auth Hrs: 75.00 Dist: 75.000__ Hours
Employee: BAY, MARINA
SSN: 028-32-3436 EmpID: PCRS9870 Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Default Cost Accounting Line 1 of 1
                                                              FY: 2001
M ECde Dpt Org Account Obj Pgm SObj SOrg Prj/Cl/Grc I Activity
 ALL_ XYZ 1000 71090031 ALL ___
GOLFERS HOOPERS Dept 3 Dept 4 Dept 5 Dept 6 Sect 1 Sect 2
Default Cost Accounting Line of Distribution: _____ Hours
M ECde Dpt Org Account Obj Pgm SObj SOrg Prj/Cl/Grc I Activity
                                              Sect 1 Sect 2
GOLFERS HOOPERS Dept 3 Dept 4 Dept 5 Dept 6
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit VuAll Calc Pront Back Frwd Prior Skip Menu
```

Use **PF6** > and **PF4**> to select the most comfortable data entry pattern for you. Your choices affect only your single data entry session. They do not carry over from session to session and they do not affect any other user.

Custom
Features Of
The Labor
Cost
Accounting
Default
Screen

Your screen may not look exactly like either the VuAll or VuOne screens in our illustrations. The field headings **Dept-1** through **Dept-6** and **Sect-1** and **Sect-2** may be replaced with headings created by your department or secretariat. These custom headings permit your department to track information that is useful for its particular business purposes. If you see custom headings, you CAN use the fields and you MAY be required to do so. Your department's instructions will explain which fields to use and what entries are valid for those fields. Refer to the PCRS Rules Subsystem section for details on **Sect-** and **Dept-** defined rules.

Besides these custom fields, your department may require you to use non-statutory fields that are normally optional. Program and sub-organization fields, for example, may be required.

BECAUSE THESE CHOICES ARE CONTROLLED BY YOUR DEPARTMENT, IT IS ESSENTIAL THAT YOU OBTAIN YOUR DEPARTMENT'S INSTRUCTIONS. BE CERTAIN THAT THE INSTRUCTIONS YOU OBTAIN ARE FOR THE CURRENT FISCAL YEAR.

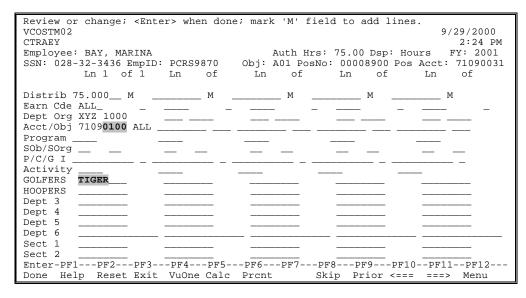
How To
Complete The
Labor Cost
Accounting
Default
Screen

Each column on the VuAll screen (row, if you have chosen VuOne) is considered a line of distribution. The VuAll screen displays five distribution lines while the VuOne screen has two. Each line contains information about a portion of the employee's total labor cost. EVERY EMPLOYEE WILL HAVE AT LEAST ONE LINE OF ROUTINE DISTRIBUTION.

If your department has chosen to customize PCRS, it will provide you with the information you need to complete this screen.

Once you have this information, complete the following steps:

- 1. Decide whether or not you need to make entries for one employee, for all employees, or for a list of employees. This determines how you will select employee/s from the Selection screen. You may find it helpful to view the default labor distribution first and copy or screen print it. Use this information to do step 2.
- 2. Complete the fields on the first line of an employee. Hit the **<TAB> key** to move from field to field.



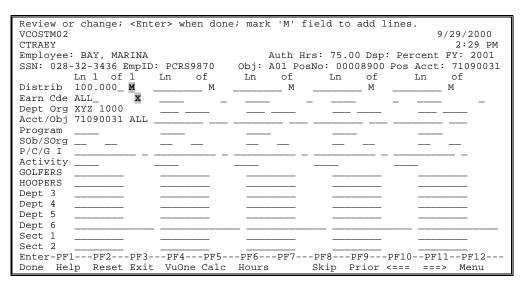
Here we have changed the distribution account to 71090100 and added a department defined value of TIGER.

Note: You must have an approved PCRS rule to change the MMARS appropriation.

3. If you need a second line to complete your data entry, type **X** in the field beneath the heading **M**. This field is at the head of the first distribution line (VuAll screen) or in the left most position on the second row (VuOne screen). (See next screen.)

This copies all the entries except the distribution amount from the first line to the second line. <**TAB**> to the field on the second line that requires different information and type the new entry.

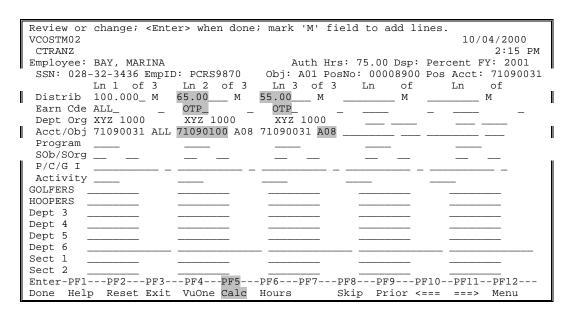
Be sure to enter a distribution percent in the **Distribution** field. If you are working in the Hours format and the earnings type is REG or ALL, you may enter the number of hours instead of a percent. An entry in that field makes the line a part of the record. If you do not make an entry in the distribution field, the line is erased when you hit <ENTER>. This means that you do not have to worry if you create a line you do not need. It also means that you must be careful to make an entry in every line you DO need.



- 4. Repeat step 2 until you have completed all the lines for this employee or until you have filled all the lines available to you on the screen.
- 5. If you have filled the screen and need additional distribution lines, use <PF11> to bring up additional blank lines (<PF8> in VuOne). Repeat steps 2-4 until you are done.
- 6. If you need to return to a line that is no longer visible on the screen, use **PF10**> to see previous lines for that employee (**PF7**> in VuOne).

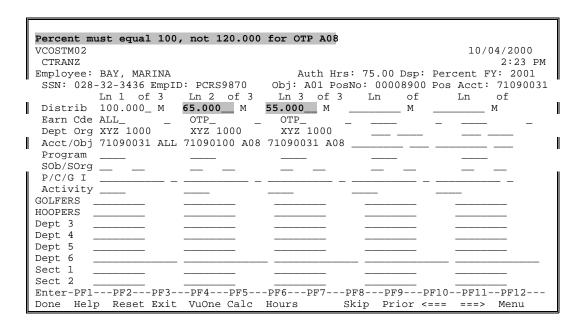
Review or change; <enter> when done; mark 'M' field to add lines.</enter>
VCOSTM02 10/04/2000
CTRANZ 2:15 PM
Employee: BAY, MARINA Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870 Obj: A01 PosNo: 00008900 Pos Acct: 71090031
Ln 1 of 3 Ln 2 of 3 Ln 3 of 3 Ln of Ln of
Distrib 100.000 M M M M M
Earn Cde ALL ALL ALL ALL
Dept Org XYZ 1000 XYZ 1000 XYZ 1000
Acct/Obj 71090031 ALL 71090031 ALL 71090031 ALL
Program
S0b/S0rg
P/C/G I
Activity
GOLFERS
HOOPERS
Dept 3
Dept 4
Dept 5
Dept 6
Sect 1
Sect 2
Enter-pF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu
some merg medee mile vacate care mours only filler mena

We have copied two extra lines of distribution that we now need to modify for overtime pay (OTP).



7. After making the entries, hit **PF5**> to have the system recalculate the percentage distribution while you are in the record.

If the distribution fields for a particular earnings code do not equal 100%, you will get an error message!



We need to adjust the distribution for OTP so that it equals 100%.

```
Review or change; <Enter> when done; mark 'M' field to add lines.
VCOSTM02
                                                                   10/04/2000
CTRANZ
                                                                        2:24 PM
Employee: BAY, MARINA
                                        Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3436 EmpID: PCRS9870
                                    Obj: A01 PosNo: 00008900 Pos Acct: 71090031
                       Ln 2 of 3
         Ln 1 of 3
                                     Ln 3 of 3
                                                         of
                                                   Ln
                                                                 Ln
                                                                       of
Distrib 100.000_ M
                       65.000___ M
                                    35.000__ M
                                                                       Μ
 Earn Cde ALL_
                        OTP
                                      OTP
Dept Org XYZ 1000
                        XYZ 1000
                                      XYZ 1000
Acct/Obj 71090031 ALL 71090100 A08 71090031 A08
Program
SOb/SOrg _
P/C/G I
Activity
GOLFERS
HOOPERS
Dept 3
Dept 4
Dept 5
Dept 6
Sect. 1
Sect 2
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit VuOne Calc Hours
                                                Skip Prior <===
```

8. Hit **ENTER**> when finished to save your data entry. The system prompts you back to the Selection screen if you selected only one employee.

You are brought to the next record if you selected more than one employee (see below).

Review or change; <enter> when devices volume to the volume of the volum</enter>	lone; mark 'M' field to add lines. 10/04/2000 3:00 PM
Employee: BIG, GOLF	Auth Hrs: 75.00 Dsp: Percent FY: 2001
SSN: 028-32-3438 EmpID: PCRS987	1 Obj: A01 PosNo: 00008901 Pos Acct: 71090031
Ln 1 of 1 Ln of	Ln of Ln of Ln of
Distrib 100.000_ M	M M M
Earn Cde ALL	
Dept Org XYZ 1000	
Acct/Obj 71090031 ALL	
Program	
SOb/SOrg	
P/C/G I	
Activity	
GOLFERS	
HOOPERS	
Dept 3	
Dept 4	
Dept 5	
Dept 6	
Sect 1	
Sect 2	
	'5PF6PF7PF8PF9PF10PF11PF12
Done Help Reset Exit VuOne Cal	lc Hours Skip Prior <=== ==> Menu

Hitting **<Enter>** saved our OTP entries for the first employee and brought us directly to the next employee, Golf Big.

To skip an employee record (because you may not need to modify this record), hit **PF8>**. If you do modify a record <u>and</u> hit **PF8>**, any changes you made are not saved.

Review or change; <enter> when done; mark 'M' field to add lines. VCOSTM02 10/04/2000</enter>)
CTRANZ 3:09 I	PΜ
Employee: CHAN, ALINA Auth Hrs: 75.00 Dsp: Percent FY: 200	1
SSN: 028-32-3440 EmpID: PCRS9872 Obj: A01 PosNo: 00008902 Pos Acct: 710900	
Ln 1 of 1 Ln of Ln of Ln of Ln of	J 1
	l
Distrib 100.000_ M M M M M	l
Earn Cde ALL	l
Dept Org XYZ 1000	l
Acct/Obj 71090031 ALL	l
Program	l
SOb/Sorg	l
P/C/G I	l
Activity	l
GOLFERS	l
	l
HOOPERS	l
Dept 3	l
Dept 4	l
Dept 5	l
Dept 6	
Sect 1	
Sect 2	
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12-	
Done Help Reset Exit VuOne Calc Hours Skip Prior <=== ===> Menu	l
bone help reset sale vaone care hours brip 11101 \ Menu	

Hitting **PF8**> skipped Golf Big and brought us to the next employee, Alina Chan.

Section II – Cost Accounting Exceptions

Overview

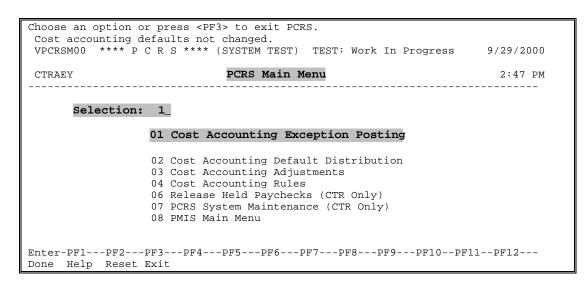
Cost accounting (labor) exceptions share a major characteristic of payroll and attendance exceptions. That is, these exceptions affect ONLY the single pay period for which they are posted. They are never permanent changes. If an employee's routine labor distribution work schedule needs to change permanently, use the Maintain Cost Accounting Defaults function to record the permanent change.

Cost accounting exceptions may occur whether or not there is an accompanying attendance or payroll exception.

How to Access
The Maintain
Cost
Accounting
Exception
Record

See the section on Accessing PCRS for how to get to the PCRS Main Menu.

Once at the **PCRS Main Menu**, access an employee's exception record using menu selection **01 Cost Accounting Exceptions**:



Hit **<ENTER>**.

```
Specify employee or use list; <Enter> when done.

VPCRSM01 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000 CTRAEY Maintain Current Labor Exceptions 9:27 AM

Select Employee, Organization, and Function

Current Period

Year: 2000
Pay Period End Date: 09/16/2000

Department/Org: _____

( Show List _ ) ( Select All _ )

Employee SSN: _____

OR
Employee ID: _____

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit Maint Menu
```

To Select employees, use the same steps outlined in the Maintain Cost Accounting Default section (pp5-5, 5-6).

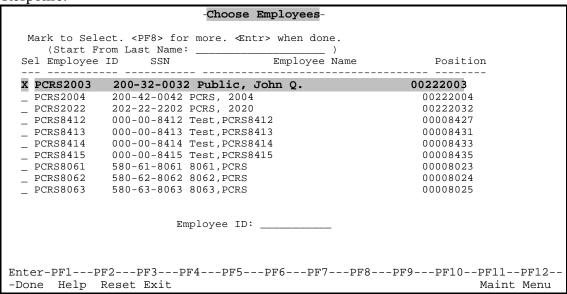
Select an employee record:

```
Specify employee or use list; <Enter> when done.
VPCRSM01 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000
                  Maintain Current Labor Exceptions
CTRAEY
                                                                 9:27 AM
                 Select Employee, Organization, and Function
                               Current Period
                                Year: 2000
                         Pay Period End Date: 09/16/2000
                       Department/Org: XYZ 1000
                      ( Show List x ) ( Select All _ )
                         Employee SSN: _____
                         Employee ID: ____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit
                                                             Maint Menu
```

Enter Department/Org and Show List.

Hit **<ENTER>**.

Response:



Choose an employee.

Hit **<ENTER>**.

Response: John Q. Public's Exception Record

```
        VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000 CTRAEY
        9/29/2000 Maintain Current Labor Exceptions 3:02 PM

        Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001 Name: Public, John SN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
        Excpts shown as of last HRCMS Paycalc Solution SN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100

        Slct Earn Obj Line Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
        Line Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total

        REG A01 75.000 95040100 1000 1050 XYZ _______ 75.000
        ________ 75.000

        Next SSN: _____ or Next ID: _____ Display Mode: Hours Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11-PF12--- Done Help Reset Exit Prcnt Deflt Back Frwd Prior Skip Menu
```

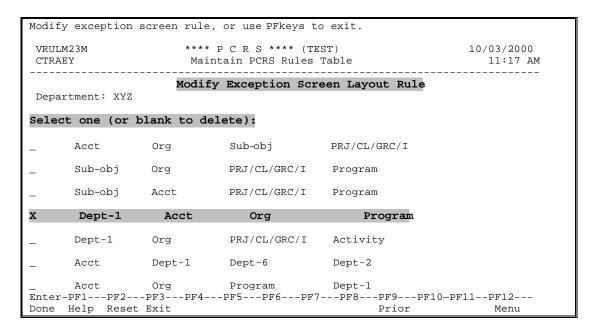
The standard layout of fields for data entry is highlighted.

Exception Screen Features

Screen Layout Options:

You can change the layout of the Exception Screen's fields for easier data entry by modifying **PCRS Rule 23**. See the detailed description of this rule in the Rules Section of this manual.

The layout choices are on the following screen. If Department XYZ wanted to enter their Dept-1 values first, then Account Number and Org values, they would select the 4th option on the list:



Hit **<ENTER>.** The Exception Screen will change to:

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM06 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 10/03/2000 CTRAEY Maintain Current Labor Exceptions 11:14 AM
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001 NAME: Public, John Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
Slct Earn Obj Line Cost Distribution Categories Line
Line Code Code Total BOND Account Org Prog SObj Sorg More Total
_ REG A01 75.000 95040100 1000 75.000
Next SSN: or Next ID: Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10-PF11PF12
Done Help Reset Exit Pront Deflt Back Frwd Prior Skip Menu

Notice that a Department Defined Rule 1 has been added and is titled **BOND** (not James).

Percent or Hours Display:

This example looks at a different employee record. The default display is HOURS:

```
        MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.

        VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000 CTRAEY Maintain Current Labor Exceptions 9:30 AM

        Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001 Name: PCRS, Rule Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100

        Slct Earn Obj Line Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total

        HLN A01 4.500 95040100 1000 1050 XYZ ______ 4.500

        HLN A01 3.000 95040101 1000 1050 XYZ ______ 40.500

        REG A01 40.500 95040101 1000 1050 XYZ ______ 40.500

        REG A01 27.000 95040101 1000 1050 XYZ ______ 27.000

        Next SSN: _____ or Next ID: ______ Display Mode: Hours

        Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10-PF11-PF12--Done Help Reset Exit
        Prcnt Deflt Back Frwd Prior Skip Menu
```

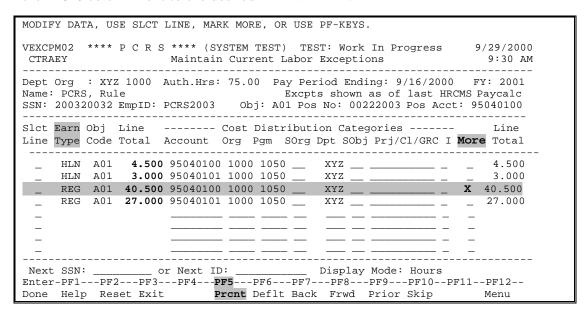
To display PERCENT, use the **PF5**> key:

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress
                                                       9/29/2000
                Maintain Current Labor Exceptions
CTRAEY
                                                         9:32 AM
______
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
Name: PCRS, Rule
                                Excpts shown as of last HRCMS Paycalc
SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
Slct Earn Obj Line ------ Cost Distribution Categories ----- Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
 ______
 _ HLN A01 60.000 95040100 1000 1050 __ XYZ __ __ _ _ 60.000
 HLN A01 40.000 95040101 1000 1050 XYZ 40.000
REG A01 60.000 95040101 1000 1050 XYZ 60.000
REG A01 40.000 95040101 1000 1050 XYZ 60.000
                   Next SSN: _____ or Next ID: _____ Display Mode: Percent
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Done Help Reset Exit Hours Deflt Back Frwd Prior Skip Menu
```

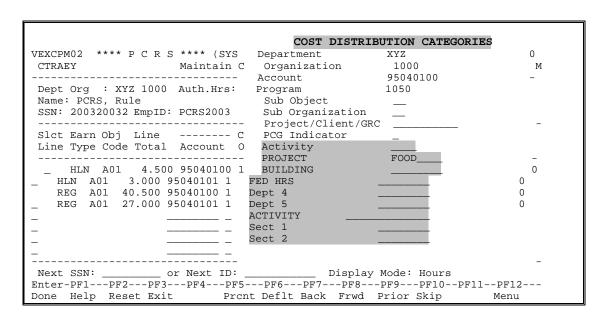
You can toggle back and forth during your session between Hours and Percent. But whenever you begin a new session, the Hours display will appear first.

Viewing/Accessing all of the Labor Distribution fields on a record:

To see all of the labor distribution fields and values for an earnings code, place an **X** in the **More** column next to the desired EARN TYPE.



Hit **<ENTER>** and you are presented with a pop-up window with all cost categories displayed. You may use this window for review or for data entry.



Hit **<ENTER>** to close the window.

Examples of Exception Postings

Following are two examples of labor exception postings.

Example 1:

Employee John Q. Public normally charges all of his time to account 9504-0100. However, during a single pay period, because of deadline pressures, Mr. Public spends his time exclusively doing work charged to account 9504-3333. For that period only, 100% percent of his time should be charged to that account. This requires a cost accounting exception, even though there is no attendance exception involved. All of Mr. Public's work is REG time, the normal attendance code.

To post this exception, you first select the employee record, as shown earlier.

VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress CTRAEY Maintain Current Labor Exceptions	
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 Name: Public, John Excpts shown as of last H SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct	HRCMS Paycalc
Slct Earn Obj Line Cost Distribution Categories Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I	
_ REG A01 75.000 9504 <mark>0100</mark> 1000 1050 XYZ	75.000
Next SSN: or Next ID: Display Mode: Hours Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF	11PF12
Done Help Reset Exit Pront Deflt Back Frwd Prior Skip	

In this example we are moving all charges to another account.

Note: You must have an approved PCRS rule to change the MMARS appropriation account.

In the Account field, simply change the last four digits of the MMARS appropriation number from **0100** to **3333**.

MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000 CTRAEY Maintain Current Labor Exceptions 3:02 PM
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001 Name: Public, John Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
Slct Earn Obj Line Cost Distribution Categories Line Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
_ REG A01 75.000 95043333 1000 1050 XYZ 75.000
Next SSN: or Next ID: Display Mode: Hours
Enter-PF1PF2PF3PF4PF5PF6PF7PF8PF9PF10PF11PF12
Done Help Reset Exit Prcnt Deflt Back Frwd Prior Skip Menu

Hit **<ENTER>** to save your changes. The system either moves you to the next record or returns to the select screen.

Note: At the bottom of this screen you see the **Next SSN** and **Next ID** fields. Enter a value in one of these fields to take you to another employee record, if desired. To skip a record in a selected group, use **<PF10>**.

How to Create Additional Distribution Lines

Example 2:

In another example, you might want to split the **REG** charges for an employee between two different MMARS appropriations. To move 22 hours of the 40.50 REG hours for appropriation 95040100, to appropriation 95040032:

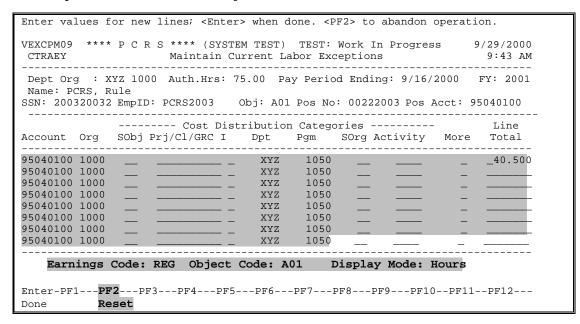
1. Access the employee's Exception screen.

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000
                  Maintain Current Labor Exceptions
                                                            9:30 AM
Dept Org : XYZ 1000 Auth. Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
Name: PCRS, Rule
                                   Excpts shown as of last HRCMS Paycalc
Name: PCRS, Rule Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
Slct Earn Obj Line ------ Cost Distribution Categories ----- Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
    HLN A01 4.500 95040100 1000 1050 __ XYZ __ __ _ _ 4.500 HLN A01 3.000 95040101 1000 1050 __ XYZ __ _ _ _ _ 3.000
     HLN A01 3.000 95040101 1000 1050 __
 REG A01 27.000 95040101 1000 1050 __ XYZ __ __ __ _
                                                             27.000
                                       Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

The display is HOURS.

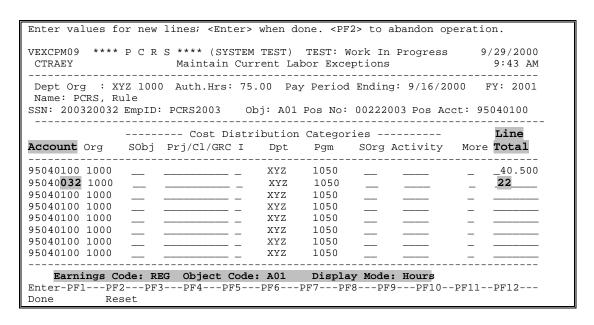
```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/2000
                                                            9:30 AM
            Maintain Current Labor Exceptions
           _____
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
Name: PCRS, Rule Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
Slct Earn Obj Line ----- Cost Distribution Categories ----- Line
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
    HLN A01 4.500 95040100 1000 1050 __ XYZ __ _
HLN A01 3.000 95040101 1000 1050 __ XYZ __ _
                                                               4.500
                                                               3.000
 X REG A01 40.500 95040100 1000 1050 XYZ __ _ _ _ 40.500
    REG A01 27.000 95040101 1000 1050 __ XYZ __ _ _ _ 27.000
Next SSN: _____ or Next ID: _____ Display Mode: Hours
Enter-PF1---PF2---PF3---PF5---PF6---PF7---PF9---PF90---PF11--PF12--
Done Help Reset Exit Pront Deflt Back Frwd Prior Skip Menu
```

2. Place an X in the Select Line field next to REG for 40.5 hours and hit **<ENTER>**. You are presented with a screen of just the **REG** hours for that line:



Notice that the display for the earnings code you are modifying is at the bottom of the screen. If you see the wrong code, use the **PF2** key to return to the original display, then select the correct code.

3. Make your change to the **Account** (95040032) and **Hours Total** (22) fields on the second line of REG:

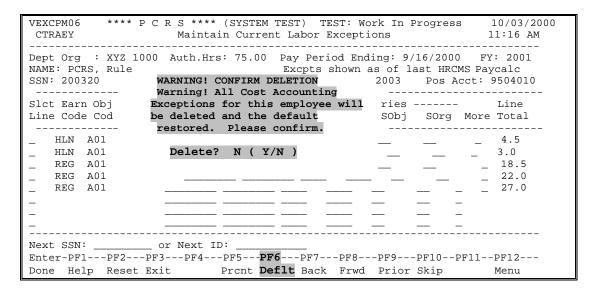


4. Hit **ENTER>.** You are returned to the Exception screen where you can verify the change.

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress 9/29/20
               Maintain Current Labor Exceptions
Dept Org : XYZ 1000 Auth.Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 200
Name: PCRS, Rule Excpts shown as of last HRCMS Paycal SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 9504010
                                 Excpts shown as of last HRCMS Paycal
 ______
Slct Earn Obj Line ------ Cost Distribution Categories -----
Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
  HLN A01 4.500 95040100 1000 1050 __ XYZ __ ___
                                                 HLN A01
            3.000 95040101 1000 1050
                                   XYZ
                                                           3.0
  REG A01 18.500 95040100 1000 1050 __ XYZ __ _____
  REG A01 22.000 95040032 1000 1050 __XYZ __ ___
                                                    _ _ 22.0
   REG A01 27.000 95040101 1000 1050 __ XYZ __ __
                                                          27.0
Next SSN: _____
               __ or Next ID: ____
                                   _ Display Mode: Hours
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12-
Done Help Reset Exit Prcnt Deflt Back Frwd Prior Skip Menu
```

Note: The system will calculate the new distribution based on your entry, moving **22** hours to account 95040032 and leaving **18.5** hours at 9040100.

If you determine that the entries are incorrect you can delete them with the **PF6**> key. The system will ask you to confirm the deletion.



If you delete, you are returned to the original screen which displays the employee's labor distribution according to their Cost Accounting Default Record (i.e. before exceptions).

```
MODIFY DATA, USE SLCT LINE, MARK MORE, OR USE PF-KEYS.
VEXCPM02 **** P C R S **** (SYSTEM TEST) TEST: Work In Progress
                                                            9/29/2000
                                                             9:30 AM
                 Maintain Current Labor Exceptions
CTRAEY
 Dept Org : XYZ 1000 Auth. Hrs: 75.00 Pay Period Ending: 9/16/2000 FY: 2001
 Name: PCRS, Rule Excpts shown as of last HRCMS Paycalc SSN: 200320032 EmpID: PCRS2003 Obj: A01 Pos No: 00222003 Pos Acct: 95040100
 Slct Earn Obj Line ------ Cost Distribution Categories ----- Line
 Line Type Code Total Account Org Pgm SOrg Dpt SObj Prj/Cl/GRC I More Total
               4.500 95040100 1000 1050 __
    3.000 95040101 1000 1050 __ XYZ __ __ _ _ 3.000
                                         XYZ __ _ _ _ _ 40.500
                                                            _ 27.000
______
Next SSN: _____ or Next ID: _____
                                      _ Display Mode: Hours
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10--PF11--PF12---
Done Help Reset Exit Prcnt Deflt Back Frwd Prior Skip Menu
```

Once you've finished modifying this record, hit **<ENTER>** to save your changes. The system either moves you to the next record or returns to the select screen.

Note: At the bottom of this screen you see the **Next SSN** and **Next ID** fields. Enter a value in one of these fields to take you to another employee record, if desired. To skip a record in a selected group, use **<PF10>**.

The PCRS PCRS generates a unified Time Log that displays for all employees: Time Log PCRS routine labor distribution HRCMS default work schedules HRCMS leave balances. Changes in routine as well as attendance, payroll and cost accounting exceptions can be written on the log and authorized by the supervisor who signs it. While the illustration shows the official Time Log, your department may use a substitute. The PCRS Time Log is available in ViewDirect under the following Report Name: HTIMELOG HTIMELOG - HR/CMS WEEKLY TIMELOG The time logs are printed on a weekly basis, thus there are two per pay period BCOSTP04 RUN DATE: 2000/09/28 WEEKLY TIME LOG PAGE: 2 ARCHITECTURA ACCESS BOARD WEEK END DATE: 2000-09-30 PAY PERIOD END DATE: 2000-10-0 MAIL DROP ID: 0001-LEAVE EMPL-ID POS/ AUTH HRS THU PAYR EXCP BALANCES ITLECD/BU (09/24) (09/25) (09/26) (09/27) (09/28) (09/29) (09/30 NAME/ TYP HRS EARN ACT CD ERCENT/ EMPL-STATUS ACCOUNT ORG PRGM SUB ORG DEPT SUB OBJ PROJ/CLI/GRC OBJ CD IST HOUR CAT DEPT-1 DEPT-2 DEPT-3 DEPT-4 DEPT-5 DEPT-6 SEC-1 SEC-2 001-01-0001 000001 00044869 40.0 8.00 8.00 8.00 8.00 ! SDF PER E97413 000 OSMOND REG ADF COM DONNY PLC 7720 42 00 ACTIVE SIC 138.75 100.000 % 80000500 5000 AAB ALL OMMENTS : PES: CIS:

The PCRS Time Log is sorted by Mail Drop ID within Department-Org. Employees are listed alphabetically within Mail Drop ID. Employees without a Mail Drop ID assignment in HRCMS appear first on the time log.

The log will have signature pages at the Mail Drop ID break, before the new Mail Drop ID information.